

CHECKLIST FOR RESPONSE TO OFFICE ACTION

Docket No

Merck 2242

Secretary

Attorney

Check Items



Timing

Action has been checked to confirm the due date was docketed correctly.



EOT due & present

☐ Yes _____ months
☐ No

Caption

Serial No. checked for accuracy against PTO information in the file.



Attachments

All attachments included (i.e., references, drawing, declaration, etc.)



Postcard

Serial No. correct, identifies everything being filed.



Claims

Claim status identifiers are correct.



PTO-1449

Prior 1449's completely initialed by Examiner

Amendment After Final
Notice of Appeal:Filed herewith
Extended
Secretary docketed next due date

Certificate of Mailing or Faxing



Mail or Fax

Includes:

Mail or Fax



CM Stamp on each document being filed

Mail or Fax



Signed and dated by person mailing

Mail



Copy of SIGNED certificate made for file

Mail



Envelope addressed to PTO with correct postage

Mail



Postcard includes return mail address and postage

Mail



File given to docketing

****NOTE: CM/FAX CANNOT BE USED FOR NEW APPLICATIONS (BUT ARE OK FOR RCE'S)**

J:\MWZB Forms\New PTO Forms\CHECKLIST FOR RESPONSE TO OFFICE ACTION 3-11-05.doc